

Heal the Bay

REQUEST FOR PROPOSALS

FOR
DESIGN and CONSTRUCTION
OF
WAYS PARKWAY
(WAYS Literacy and Fitness Park)

Proposals due April 12, 2013

Heal the Bay
1444 9th Street
Santa Monica, CA 90401
310/451-1500

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Introduction

Heal the Bay's Healthy Neighborhood, Healthy Environments Initiative seeks design and construction services for a multiple benefit neighborhood park in South Los Angeles. The park will have a number of features such as decomposed granite walking path, exercise equipment, native landscaping, a water quality best management plan, and passive recreation elements for seating and reading. The intent of this Request for Proposal is to obtain price proposals from experienced firms to design and construct this space. The project will involve: architectural, permitting, demolition, construction, possible installation of electrical and water lines, and infrastructural services (sidewalk reconstruction, street drainage modifications).

Project Background

Heal the Bay is a nonprofit environmental organization dedicated to making Southern California coastal waters and watersheds, including Santa Monica Bay, safe, healthy and clean. We use research, education, community action and advocacy to pursue our mission. Heal the Bay has over 12,000 members and 40+ full-time and part-time staff. It is a nonprofit, 501(c)3 that's financially supported by the public and private sector, including individual donors, foundations, government contracts and memberships.

Over the past 10 years, Heal the Bay has implemented the Healthy Neighborhoods, Healthy Environments Initiative (HNHEI) in South Los Angeles, specifically in the Compton Creek Watershed. The focus of the HNHEI is demonstrating the connections between the built environment and watershed health. One program component of the HNHEI is the Watershed Action Collaborative (WAC), formerly known as the Community Watershed Training Program (CWTP). The WAC program goal is to provide neighborhoods with the necessary information and skills to identify, design, and develop a local greening project. The greening project is intended to improve both the environmental health of the community, as well as modify the physical landscape to provide greater environmental services.

Through this program, the WAYS Park site was identified. WAYS Park is a collaborative venture between Heal the Bay and Wisdom Academy for Young Scientist—a Los Angeles Unified School District charter school. This group identified potential locations in their community, and selected one to rehabilitate. Once the site was identified, a landscape architect was provided to facilitate the design of the space. From a series of workshop charrettes, a rendering was developed that was used to submit for a Prop 84 Statewide Park Development and Community Revitalization Program grant and ultimately awarded—see **Attachment One**.

Per the goals of the Prop 84 Statewide Park Development and Community Revitalization Program, Heal the Bay applied for and was awarded funds to design and construct a new neighborhood park that inspires active recreation (fitness), passive recreation, and environmental learning. Furthermore, the park will have a native landscaping plant palette that will include trees, shrubs, and annuals/perennials. Most significantly, the park will feature a water quality component that includes a street weir diversion that will direct flows into a dry creek, which runs through the middle of the park and ultimately discharges into a dry well.

Bid Proposals are due by **April 12, 2013**.

Pre-construction of the new park will begin **May 15, 2013**.

Project Location

The project site is located at 87th Street and McKinley Ave. The project site is approximately 0.35 acre in area. Major cross-street is Manchester Ave, between Avalon Ave. and Central Ave.—see **Attachment Two**.

DESCRIPTION OF PROFESSIONAL SERVICES TO BE PROVIDED

Scope of Work

All respondents must be able to provide design documents, construction ready documents, construction services, equipment installation for the development of a multi-benefit park space as required by Heal the Bay.

All proposals must be made on the basis of and either meet or exceed the requirements contained in the bid documents. All respondents must be able to provide a Labor Compliance Program Certification Form.

Specific Tasks

1. The respondent shall conduct community outreach meetings to determine the final design elements for the WAYS Park. In addition, the respondent will use the rendering generated for the Prop 84 grant submittal as the basis for moving to final design. Project elements that still need to be determined as part of the final design

include, but are not limited to lighting, ground cover, fencing, type and quantity of exercise equipment, and irrigation. These elements must be addressed through the community outreach meetings process and prior to final design.

2. The respondent shall upon completion of the final design, produce construction ready documents. In addition to the production of construction ready documents, the respondent shall obtain all permitting requirements necessary to move forward with construction.

3. The respondent shall furnish all labor, materials, permits, labor compliance program certifications and equipment required to perform the work indicated and specified by bid documents, technical specifications and drawings. Work includes pre-construction preparation of the site; construction of the water quality feature, installation of exercise related amenities, landscaping of area, and installation of passive recreation and environmental learning components. These elements are further detailed below:
 - A. Pre-construction Includes:
 - i. Soil sampling of site to ensure no hazardous materials exist;
 - ii. All asphalt removal;
 - iii. All grading and necessary soil removal;
 - iv. Site preparation for the installation of recreation elements, water quality feature, and landscaping.
 - v. A temporary sign feature will be installed to highlight State Parks funding of the project.

 - B. Construction Includes:
 - i. Purchase and Installation of Exercise related amenities, such as:
 - a. A decomposed granite walking track;
 - b. Siting and placement of outdoor equipment;
 - c. Siting and placement of seating areas;
 - d. Siting and placement of communal area;
 - e. Staging area for toddlers with natural play equipment.

 - ii. Purchase and Installation of all landscaping elements:
 - a. Any and all trees;
 - b. Any and all shrubs;
 - c. Any and all annuals and perennials;

- d. Any and all mulch for planted material;
 - e. If ground cover is deemed necessary then it shall be installed¹. This work will include base material, ground cover, and drainage infrastructure;
 - f. If irrigation is deemed necessary then it shall be installed¹. This work will include the installation of a water line, water meter, protective box, and irrigation system.
- iii. Installation of Water Quality Best Management Practice:
 - a. A street weir across South Mckinley Pl. and E 87th St.;
 - b. Drainage inlets from street into water quality feature;
 - c. Trenching for the bioswale/dry creek;
 - d. Infill trenched area with material, such as gravel, boulders, and or mulch--to be determined;
 - e. Auger of dry well—depth to be determined;
 - f. Gravel filled dry well;
 - g. Drainage outlet from dry well to storm drain system;
 - h. Two interpretive sign features will be installed to highlight water quality feature and functions.
 - iv. Installation of Miscellaneous Infrastructure:
 - a. If fencing is deemed necessary then it shall be installed¹;
 - b. If lighting is deemed necessary then it shall be installed¹;
 - c. Sidewalks or pedestrian thorough-fares need to be replaced with ADA specifications
 - d. A sign feature will be installed to highlight State Parks funding of the project.
- C. Post Construction Includes:
- i. Project close-out report
 - ii. Monitoring of site will include:
 - a. three (3) months for landscaping;
 - b. one rain event from a ¾" storm.

¹ The installation of these outstanding elements will be decided by community charrettes, budget availability, operations and maintenance sustainability.

4. The respondent shall produce a project closeout report as part of post-construction. The close-out report should include, but not limited to, assembly and maintenance manuals for all equipment installed (electrical and recreational), warranties for all installed components, and contact information for vendors that supplied equipment and or materials to the project.

Project Management

The contractor/principal lead on the proposal must establish one point person to serve as project manager and liaison to Heal the Bay staff. Heal the Bay looks to the contractor's point person to inform the organization on needs of the project, maintain a cohesive schedule, and oversee and manage work produced. Therefore, the contractor must establish a work plan (work breakdown structure) and timeline for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule. Each respondent should indicate critical anticipated dates for work by others that impact the parks overall completion schedule. Regular meetings with the Heal the Bay team are an integral part of the overall process and must be indicated in the project schedule. These meetings will report on and track the design and construction process as well as establish and implement mechanisms for ongoing communications.

What Heal the Bay Staff Will Provide

The Director of Programs, the manager of the Healthy Neighborhoods, Healthy Environments Initiative, and the Urban Programs Coordinator will be intimately involved in all aspects of the overall project from contract signing to community outreach, from design and construction to the park opening. Heal the Bay has a track record of initiating, developing, implementing and producing innovative programs and projects on time and on budget.

Time Schedule

RFP Process: March 2013 – May 2013

Staff will develop an RFP for the project and begin the interview, review and selection of a qualified and vetted contractor for the project

Pre-Construction—Design Phase: June 2013 - October 2013

- Review work to date;
- Review the design process to date
- Discuss goals, objectives and time-frame for completion;
- Determine the level of community outreach needed to finalize design plans;
- Conduct community outreach meetings;
- Resolve outstanding park elements: fencing, lighting, irrigation, and ground cover;
- Finalize design plans;
- Conduct soil analysis of site;
- Develop construction ready documents;
- Review and obtain all necessary permits;
- Review tasks and associated budgets;
- Follow-up discussions.

Pre-Construction—Construction Phase: October 2013 - November 2013

- Site preparation: grading and trenching;
- Update community on site status.

Construction Phase: November 2013 – December 2013

- Install exercise equipment;
- Install decomposed granite walking track;
- Install passive recreation elements;
- Install landscaping;
- Install sidewalk or pedestrian thorough-fare components;
- Install water quality feature;
- Install infrastructure associated with outstanding park elements (fencing, lighting, irrigation, and ground cover)².

² The installation of these outstanding elements will be decided by community charrettes, budget availability, operations and maintenance sustainability.

Construction Phase: January 2014

- Open park to the public.

Post Construction Phase: January 2014 – May 2014

- Monitor landscaping to ensure 80% survival rate;
- Functionality of exercise equipment;
- Functionality of water quality feature;
- Project close-out report.

SELECTION PROCESS

Schedule

The following is the anticipated Selection Process Schedule.

Request for Proposals issued	March 13, 2013
Questions/Inquiries to Heal the Bay	March 22, 2013
Answers provided to potential bidders	March 29, 2013
Proposals due	April 12, 2013
Contract negotiation	to May 10, 2013
Contract awarded	May 13, 2013

Response Requirements

Please number your responses exactly as the questions are presented below.

The response must include the following elements.

- 1) Letter of interest.
- 2) Experience of the lead firm to design and construct multiple-benefit parks. Limit to 3 relevant examples.
- 3) Identification and bios of personnel to be assigned to the project: principals, project manager and professional staff and others expected to perform work, including those in affiliation.
- 4) Identify current workload of lead/principal firm and personnel to be assigned to project.
- 5) Delineate services conducted by the lead firm from those conduct by other team members or sub-contractors. Include a list of all subcontractors and a statement of the subcontractors' qualifications and 2-3 past project examples.
- 6) Proposed work plan describing individual tasks to be performed and the relative schedule of those tasks. All deliverable items should be identified and described.
- 7) Hourly rate and expense schedule.
- 8) Fee proposal.
- 9) References from at least three similar projects to include: key owner personnel and contractors project manager.
- 10) Labor Compliance Certification Program

All proposals shall provide a straightforward, concise delineation of the firm's/teams capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content and not on volume or elaborate presentation materials.

Proposals must give the full firm name and address. Person signing the proposal should show title or authority to bind the firm in a contract. Proposals shall be signed in ink by authorized person(s).

By submitting a fee proposal, the respondent firm authorizes Heal the Bay to contact any or all of those firms or individuals listed as references or contacts of the information provided.

Criteria for Selection

The following criteria will be used for screening and selection of the contractor:

- 1) Comprehension of project concept—Proposals will be evaluated based on the level of understanding of the multiple benefits the project is intended to provide.
- 2) Comprehension of project philosophy—Proposals will be evaluated based on the level of understanding regarding community outreach and input into the project development.
- 3) Team experience—Proposals will be evaluated based upon the qualifications, experience, and composition of the project team members, as well as the team's experience on similar multi-benefit type projects.
- 4) Cost proposal—Proposals will be evaluated based on the completeness and competitiveness of the cost information provided.
- 5) Qualitative impression—Proposals will be evaluated on based the team's ability to deliver a quality project.

Questions and Inquires

Questions and inquiries in written form via email will be accepted from any and all contractors. Questions will be answered in writing via email and will be distributed to all contractors who receive the RFP provided that all questions are received by 5:00pm PST on March 29, 2013. In order to get the full picture, a site visit to space is encouraged and highly recommended within the proposal submission time frame.

Send project related questions or specific questions regarding this RFP to:

James Alamillo

Manager of the Healthy Neighborhoods, Healthy Environments Initiative

jalamillo@healthebay.org

Addendum and Supplement to RFP

If it becomes necessary to revise any part of this RFP or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the contractor to ensure that it has received all addendums prior to submitting a proposal.

WITHDRAWAL OF PROPOSALS

All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance. Proposals may be withdrawn upon written request from the contractor at the address shown prior to the time of acceptance. Negligence on the part of the contractor in preparing a proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

LOCATION AND ADDRESS TO WHICH RESPONSES SHOULD BE SUBMITTED

A total of 3 copies should be submitted to Heal the Bay at the following address:

Heal the Bay
Attn: James Alamillo
1444 9th Street
Santa Monica, CA 90401

Proposals may be mailed or hand delivered to this address.

DATE AND TIME FOR RECEIPT OF RESPONSES

Responses to this RFP will be due by 5:00pm PST on April 12th.

CONTRACTUAL STATUS OF PROPOSAL

This RFP has been prepared solely to solicit proposals and is not a contract offer. This RFP is not binding on Heal the Bay. The only document that will be binding on Heal the Bay is the contract duly executed by Heal the Bay and the successful applicant after the completion of the selection process and the award and negotiation of the contract. Heal the Bay reserves the right to withdraw the RFP at any time at its sole discretion before the execution of the contract.

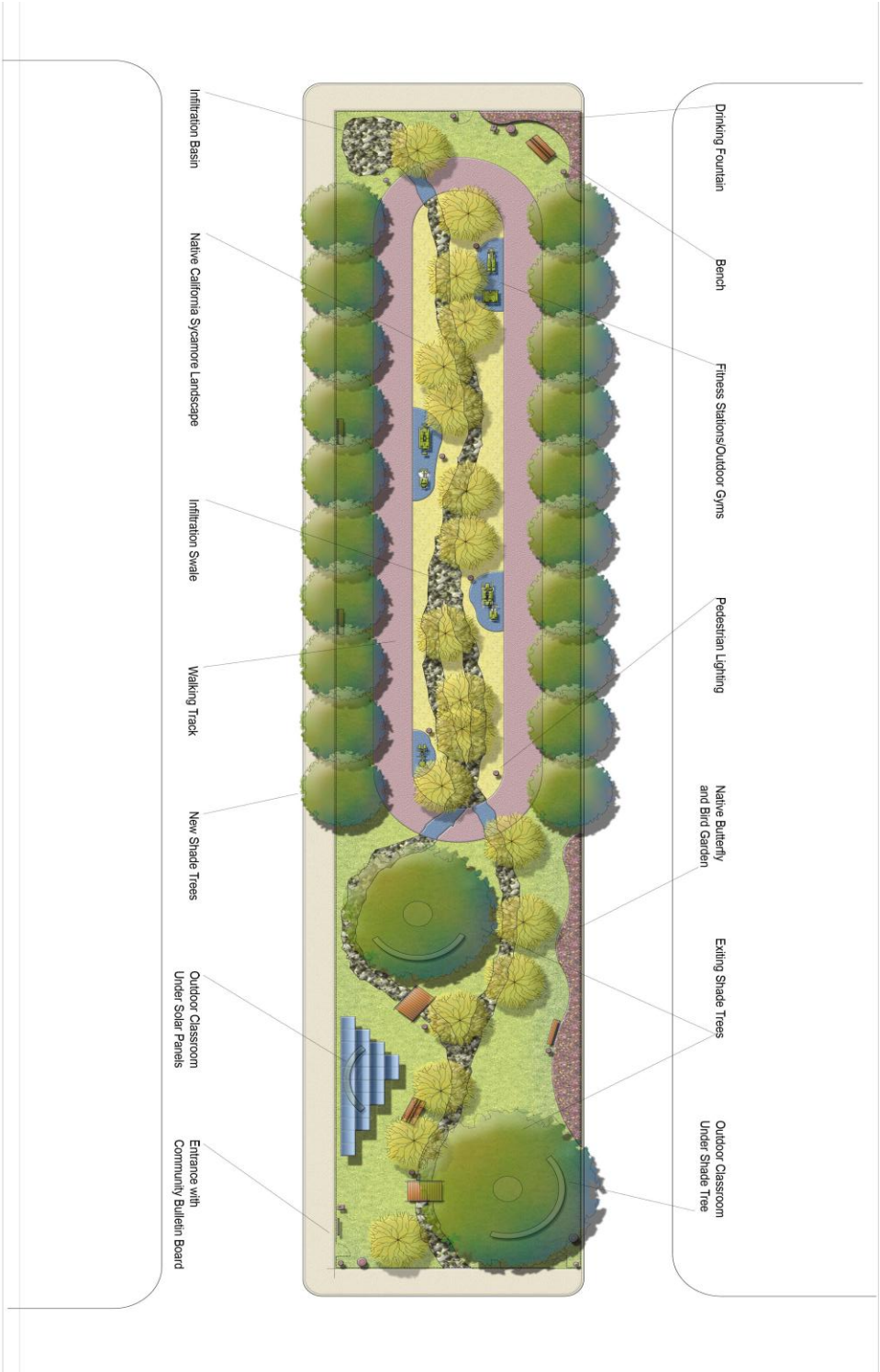
Heal the Bay reserves the right not to proceed with any of the respondents to the proposal. In such event, Heal the Bay shall not be liable to any respondent for additional costs incurred by it as a result of the withdrawal of the RFP or by failure to proceed with any respondent. Heal the Bay will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal.

Proprietary Information and Confidentiality

All respondents' responses will be treated as proprietary information and will be used solely for the purposes herein. Should a respondent require its response to be returned, Heal the Bay will do so at the respondent's request and at the respondent's expense.

Attachment One

**WAYS READING AND FITNESS PARK--Proposition 84 Grant Application
CONCEPT LEVEL SITE PLAN**



Drinking Fountain

Bench

Fitness Stations/Outdoor Gyms

Pedestrian Lighting

Native butterfly and Bird Garden

Existing Shade Trees

Outdoor Classroom Under Shade Tree

Infiltration Basin

Native California Sycamore Landscape

Infiltration Swale

Walking Track

New Shade Trees

Outdoor Classroom Under Solar Panels

Entrance with Community Bulletin Board



Attachment Two

Map of WAYS Park project location.



Map of Project Site

